



CG ISC PORTSVA INST 9077.1A

28 January 1999

USCG INTEGRATED SUPPORT COMMAND PORTSMOUTH INSTRUCTION 9077.1A

Subj: LOCKOUT/TAG-OUT PROGRAM

Ref: (a) Title 29, CFR, Part 1910.147
(b) COMDTINST M9077.1B

1. PURPOSE. This instruction implements the standardized procedures for the lockout/tag-out of energy isolating devices at Integrated Support Command Portsmouth. This instruction also provides for protection of Integrated Support Command Portsmouth repair personnel performing maintenance or repair of cutters temporarily assigned to the repair facility.
2. ACTION. Division Officers and supervisors shall ensure that their personnel comply with the contents of this instruction.
3. DIRECTIVES AFFECTED. Support Center Portsmouth Instruction 9077.1 is hereby cancelled.
4. DISCUSSION. This instruction provides Integrated Support Command personnel with a standardized lockout/tag-out procedure to ensure protection from the unexpected start-ups and releases of stored energy while performing maintenance on machinery and/or equipment. All Integrated Support Command personnel, visiting cutters, and temporarily assigned personnel are affected by these requirements and shall be briefed on these procedures by the Safety Officer or designated alternate. This instruction takes precedence over any manufacturer's information and any other machinery and/or equipment lockout/tag-out procedures. If an energy isolating device is capable of being locked out, lockout procedures shall be used. If a lockout procedure is not possible, then a tag-out procedure will be used. Training shall be conducted by the shop supervisors to ensure all affected personnel are aware of the lockout/tag-out program.
5. DEFINITIONS.
 - a. Lockout/tag-out devices.
 - (1) Shall be singularly identified, shall be the only device(s) used for controlling energy, and shall not be used for other purposes.
 - (2) Shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

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- (3) Shall be standardized within the Integrated Support Command either by color, shape, or size and shall indicate the identity of the authorized person applying the device. The Safety Officer shall designate the standardized devices and color codes.
 - (4) Lockout devices shall be substantial enough to prevent removal without the use of excessive force or tools.
- b. Tag-out devices.
- (1) Shall be of the type detailed in reference (b).
 - (2) Shall be substantial enough to prevent inadvertent removal.
 - (3) Shall be of a non-reusable type, attachable by hand, self-locking, and non-reusable with a minimum unlocking strength of no less than 50 pounds.
 - (4) Shall be constructed and printed so that exposure to climate conditions will not deteriorate the tag or make the message on the tag illegible.
 - (5) Shall include an applicable message such as the following: DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE, and shall warn against hazardous conditions if the machine or equipment is energized.

6. POLICY.

- a. The Safety Officer or designated alternate shall be responsible for the following:
- (1) Designate in writing any alternate personnel authorized to oversee the lockout/tag-out procedures.
 - (2) Designate in writing all custodians and authorized personnel who will be applying lockout/tag-out devices.
 - (3) Ensure that the required training is promptly provided and documented in personnel folders.
 - (4) Brief authorized personnel on references (a) and (b).
 - (5) Ensure that contractors and crews of visiting cutters are made aware of this instruction.
 - (6) Ensure that a periodic inspection of the lockout/tag-out program is conducted at least annually to ensure compliance. This inspection should review each authorized person's responsibilities and training.
- b. Designated alternates shall:

- (1) Implement the standard lockout/tag-out program in the absence of the Integrated Support Command Safety Officer.
 - (2) Brief all personnel affected by these procedures prior to the start of work.
 - (3) Conduct completion of all other assigned duties in the absence of the Safety Officer.
- c. Designated custodians shall:
- (1) Ensure specific lockout/tag-out procedures will be posted at or near each permanently affixed piece of machinery and/or equipment.
 - (2) Using the forms in enclosure (1), maintain logs of all equipment and machinery which are capable of being locked/tagged out.
 - (3) Maintain lockout devices and master keys for each lockout device.
 - (4) Conduct periodic inspections in accordance with references (a) and (b).
- d. Authorized personnel shall:
- (1) Notify the custodians prior to applying or removing lockout/tag-out devices.
 - (2) Follow procedures outlined in enclosure (1) of this instruction.
 - (3) Each authorized person shall receive training from his/her supervisor in recognition of energy sources, type and magnitude of energy available in work areas, and the method of energy isolation and control.

7. PROCEDURES.

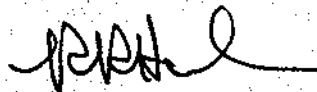
- a. **Only authorized personnel can apply or remove lockout/tag-out devices.**
- b. Specific lockout/tag-out procedures will be posted at or near each permanently affixed piece of machinery and/or equipment. These procedures must be scrupulously followed.
- c. Lockout/tag-out devices shall be affixed to each energy isolating device in a manner that will hold it in a "safe" or "off" position. Tag-out devices shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is strictly prohibited.
- d. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position where it will be immediately obvious to anyone attempting to operate the device.
- e. Following the application of lockout or tag-out devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

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- f. If there is a possibility of re-accumulation of stored energy to a hazardous level, a verification of isolation and de-energization must be accomplished prior to starting work on machines or equipment that have been locked out or tagged out. This shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
- g. Before lockout/tag-out devices are removed and energy is restored, the following procedures must be observed:
 - (1) The authorized persons will notify the custodian of his/her intentions.
 - (2) The work area must be inspected to ensure that all essential items are removed and that all machinery or equipment components are operationally intact.
 - (3) The work area shall be checked to ensure that all personnel are safely removed.
- h. After lockout/tag-out devices have been removed and before any machinery or equipment is started, all affected personnel will be notified that the lockout/tag-out devices have been removed.

NOTE: EACH LOCKOUT/TAG-OUT DEVICE SHALL BE REMOVED ONLY BY THE AUTHORIZED PERSON WHO APPLIED THE DEVICE OR BY AN ALTERNATE PERSON. THE CUSTODIAN MAY DESIGNATE AN ALTERNATE TO REMOVE THE DEVICE IN THE ABSENCE OF THE ORIGINAL AUTHORIZED PERSON THAT APPLIED THE LOCKOUT/TAG-OUT DEVICE.

- i. Return all used lockout/tag-out devices to the designated custodians.
- j. When tag-out procedures are used, personnel shall also be trained in the following limitations of tags:
 - (1) Tags are warning devices and provide little physical restraint as opposed to locking devices.
 - (2) When tags are attached, they are to be removed only by the authorized person who installed them. If problems arise, contact the Safety Officer, designated alternate, or designated custodian for further assistance.
 - (3) Tags must be legible.



R. R. HOUCK

Encl: (1) Danger/Caution Index Audit Sheet
(2) Danger/Caution Tag-Out Record Sheet

Dist: List I

[illegible]

DANGER/CAUTION TAG-OUT RECORD SHEET					DATE/TIME TAGOUT ISSUED			
SYSTEM OR COMPONENT			LOG SERIAL NO.					
REASON FOR TAGOUT								
PERSONNEL/EQUIPMENT HAZARDS INVOLVED (MANDATORY FOR DANGER TAGS):								
AMPLIFYING INSTRUCTION (MANDATORY FOR CAUTION TAGS):								
WORK NECESSARY TO CLEAR TAG(S) (INCLUDING TESTS):								
TAG NO.	LOCATION	TAGGED POSITION CONDITION	POSTED BY (INITIAL)	CHECKED BY (INITIAL)	CLEARANCE/ POSITION CONDITION	CLEARANCE AUTHORIZED (SIGNATURES) AUTHORIZING OFFICER REPAIR ACTIVITY	DATE/TIME CLEARED	CLEARED BY (INITIALS)
SIGNATURE OF WATCH OFFICER/DUTY OFFICER:					DATE/TIME		<input type="checkbox"/> CONTINUED AS ADD'L SHEET (CHECK BOX IF APPLICABLE)	